University of Minnesota

Self-Help Guide

Canvas: Assess and Grade Student Work

This self-help guide walks you through the process of planning, creating, and using methods of assessment and evaluation in Canvas.

Plan Assessment

Understand Assessment Options

Understand Formative and Summative Assessment

What is the Difference Between Formative and Summative Assessment?
https://www.cmu.edu/teaching/assessment/basics/formative-summative.html

Understand Canvas Assessment Tools

What are Assignments?
https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Assignments/ta-...
Assignments Overview (video)
https://community.canvaslms.com/t5/Video-Guide/Assignments-Overview-Instructors...
Understand Quiz Types
https://community.canvaslms.com/t5/Instructor-Guide/What-quiz-types-can-I-crat...
Understand Classic Quizzes vs. New Quizzes
/services-technologies/how-tos/canvas-understand-classic-quizzes-vs-new
Understand Discussions (video)
https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-Instructors...

Understand Collaboration Tools in Canvas

Use Groups for Collaboration
/services-technologies/self-help-guides/canvas-use-groups-collaboration

Get Assistance Choosing Assessment Options

Get In-Person Help

Find Your College Contact
https://it.umn.edu/canvas-transition-information-find-your

Get Help Online

24/7 Canvas Support
/how-get-technology-help
Email Canvas Support
canvas@umn.edu

Build Assignments

Build Assignments

Understand the Assignment Tool

Understand Assignments
https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Assignments/ta-...
Assignments Overview (video)
https://community.canvaslms.com/t5/Video-Guide/Assignments-Overview-Instructors...
Understand How to Use the Assignments Index Page
Create Assignments

Create an assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Assignment...
Add or Edit Details in an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-or-edit-detail...
Create a Non-Submission (Offline) Assignment
Create an Assignment Shell from the Calendar
Assign an Assignment to an Individual Student
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-an-assignme...
Add or Edit Points for an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-or-edit-points...
Duplicate an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-duplicate-an-assig...
Delete an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-an-assignnme...
Give Extra Credit

Add Assignments with External Apps

Add an Assignment Using an External App (Voicethread, YouTube, etc.)
Import SCORM Files as an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-SCORM-files...
Create a Google Cloud Assignment
Set Up Peer Reviewed Assignments

Use Peer Review Assignments
[link](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-peer-review-as-...)

Create a Peer Review Assignment
[link](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-peer-revi...)

Manually Assign Peer Reviews for an Assignment
[link](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manually-assign-pe...)

Automatically Assign Peer Reviews for an Assignment
[link](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-automatically-assi...)

Use Turnitin with Assignments

Learn about Canvas/Turnitin integration
[link](/services-technologies/how-tos/canvas-turnitin-overview)

Turnitin Instructor Guide
[link](https://help.turnitin.com/feedback-studio/canvas/lti/instructor/instructor-cate...)

Turnitin Student Guide
[link](/services-technologies/how-tos/canvas-students-turnitin-guide)

Build Discussions

Understand the Discussion Tool

Overview of Discussions (video)
[link](https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-Instructors...)

Create Discussions

Create a Discussion as an Instructor
[link](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-discussio...)

Duplicate a Discussion in a Course
[link](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-duplicate-a-discus...
Delete a Discussion in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-a-discussion...

Create a Group Discussion in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-group-dis...

Assign a Graded Discussion to an Individual Student
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-di...

Assign a Graded Discussion to a Course Group
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-di...

Assign a Graded Discussion to a Course Section
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-di...

**Build Quizzes**

**Understand the Quiz Tool**

Understand Classic Quizzes vs. New Quizzes
/services-technologies/how-tos/canvas-understand-classic-quizzes-vs-new

Quizzes Overview (video)
https://community.canvaslms.com/t5/Video-Guide/Quizzes-Overview-Instructors/ta-...

Use the Quizzes Index Page
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Quizzes-In...

Understand Quiz Types
https://community.canvaslms.com/t5/Instructor-Guide/What-quiz-types-can-I-creat...

Understand Quiz Options
https://community.canvaslms.com/t5/Instructor-Guide/What-options-can-I-set-in-a...

Understand the Survey Tool within Quizzes
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-survey-in...

**Create a Question Bank**

Create a Question Bank in a Course

Bookmark a Question Bank in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-bookmark-a-questio...

Unbookmark a Question Bank in a Course
Create Quizzes

Create a Quiz with Individual Questions
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with...
Create a Quiz Where Students Only See One Question at a Time
https://community.canvaslms.com/t5/Instructor-Guide/How-can-I-create-a-quiz-whe...
Create a Quiz with a Question Group to Randomize Quiz Questions
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with...
Create a Quiz by Finding Questions in a Question Bank
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-by-f...
Create a Quiz with a Question Group Linked to a Question Bank
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with...
Edit a Quiz Question that is from a Quiz Bank
/services-technologies/how-tos/canvas-edit-quiz-questions
Link Course Content to a Quiz Question
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-link-course-conten...
Reorder Questions or Question Groups in a Quiz
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-reorder-questions-
Manage Quizzes

Use the Moderate Quiz page
https://community.canvaslms.com/t5/Instructor-Guide/Once-I-publish-a-quiz-how-d...
Make a Quiz Available Before or After the Due Date
Assign a Quiz to an Individual Student
Assign a Quiz to a Course Section
Delete a Quiz
Export Quiz Content from a Course
Make Additional Changes on a Published Quiz
Give Students Extra Attempts on a Quiz
Give Students Extra Time on a Quiz
Manually Submit Outstanding Student Quiz Submissions

Create Rubrics to Use with Assessments

Build Rubrics

Add a Rubric to a Course
Add a Rubric to an Assignment
Add a Rubric to a Graded Discussion
Manage Rubrics

Organize Assessments

Create Assignment Groups
Create Assignment Groups
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment-
...
Move or Reorder an Assignment Group
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-or-reorder-
an...

**Manage Your Assignment Groups**

Weight Grades in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-weight-the-final-c...
Set up Rules for Assignment Groups (Drop Lowest/Keep Highest)
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-rules-for-a...
Exclude an Assignment from the Course's Final Grade
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-exclude-an-
assignm...
View Differentiated Assignments with Different Due Dates in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-differentiate...

**Evaluate Student Progress**

**Grade Student Work**

**Understand SpeedGrader**

Understand What SpeedGrader Is
https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-is-SpeedGrader/ta-
p...

**Use SpeedGrader**

Use SpeedGrader
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-SpeedGrader/t...
Get to SpeedGrader
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-get-to-SpeedGrader... Hide or Post Assignment Grades in SpeedGrader
Monitor Quizzes

View Student Results in a Quiz

Understand Available Quiz Statistics

View a Quiz Log for a Student

Regrade a Quiz in a Course

View Survey Results in a Course

View Practice Quiz Results in a Course

Manage TA Grading

Set up a Moderated Assignment to Be Graded by Multiple Reviewers

Review Moderated Assignments in Speedgrader as a Moderator
Use the Gradebook

Understand the Gradebook

Introduction to Gradebook (video; 3:26)
https://www.youtube.com/watch?v=brhz_dnYfec&feature=youtu.be
Use the Gradebook

Use Grade Posting and Submission

Understand Grade Posting Policies (Video; 2:44)
https://www.youtube.com/watch?v=un4jnMRSk9c
Select a Grade Posting Policy for a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-select-a-grade-pos...
Select a Grade Posting Policy for an Individual Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-select-a-grade-pos...
Apply a Missing Submission Policy
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-apply-a-Missing-Su...
Apply a Late Submission Policy
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-apply-a-Late-Submit...

Work in the Gradebook

Get to Speedgrader from the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-get-to-SpeedGrader...
Enter and Edit Grades in the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-enter-and-edit-gra...
Send a Message to Students from the Gradebook
Curve Grades in the Gradebook
Hide Grades That Were Previously Posted in the Gradebook
Excuse a Student from an Assignment
Exclude an Assignment from the Final Grade
Download Student Submissions from the Gradebook
Upload Student Submissions in the Gradebook
Import Grades into the Gradebook
Export Grades from the Gradebook

**Filter and Sort in the Gradebook**

Use the Icons and Colors in the Gradebook
Sort and Display Student Data in the Gradebook
Sort an Individual Assignment Column in the Gradebook
Arrange Columns in the Gradebook
Use the Notes Column in the Gradebook
View a Student's Grades Page in a Course from the Gradebook
View the History of All Grading Changes in the Gradebook
**Get Final Grades to PeopleSoft**

Prepare and Submit Final Grades to Faculty Center/PeopleSoft
https://it.umn.edu/services-technologies/self-help-guides/canvas-prepare-submit...  

**Take Attendance**

**Understand Roll Call**

Use the Roll Call Tool

**Use the Roll Call Tool**

Edit a Roll Call Attendance Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-the-Roll-Call...  
Run Roll Call Reports
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-run-Roll-Call-Atte...  

**Analyze Student Progress**

**Use Analytics**

View Course Analytics
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-Course-Analyt...  
View Analytics for a Student in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-analytics-for...